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(b) *Policy.* Only contracting officers may terminate a contract for convenience or for cause. Prior to release of the modification to terminate, contracting officers must coordinate termination notices with local legal counsel and, if the contractor is a small business concern, with the Office of Small Business Programs (OSBP) Specialist. Additionally, an e-mail notification must be provided to the HCO at least two business days prior to release of the modification to terminate the contract.